

**Phelan Piñon Hills Community Services District**  
**Job Description**  
JOB TITLE: Finance Technician I & II – Accounts Payable

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EXEMPT:	No	SALARY LEVEL FTI:	8
DEPARTMENT:	Administration	SALARY LEVEL FTII:	12
REPORTS TO:	Admin. Services Manager	APPROVED:	4/17/2014

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**SUMMARY:**

Finance Technician I

Under the general direction of the Administrative Services Manager, the Finance Technician I (FTI) performs a variety of responsible technical accounting and clerical duties involved in financial record keeping and reporting duties in support of assigned accounting system, function, or program areas including areas of miscellaneous billing and month-end closing; prepares various reports, statements, statistics, and special projects; answers questions and provides information and assistance to other staff and the general public; performs other duties related to the more difficult administrative, accounting, and clerical functions of the Administrative Department.

Finance Technician II

The Finance Technician II (FTII) performs all of the duties of the FTI and is distinguished from the FTI class in that the FTII has a higher degree of skill and knowledge and performs more complex financial analysis. Additionally, the FTII class works more independently and has education and experience beyond what is required for an FTI.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Responsibilities and duties may include, but are not limited to, the following)

- Participates in financial record keeping activities, including accounts payable and receivable for the District; posts data to various ledgers, registers, journals, and logs according to established accounting techniques and procedures.
- Sorts, reconciles, matches, verifies, and distributes vendor invoices, receivers, and statements for payment processing; verifies approvals and enters invoice information into various computer programs; edits accounts payable registers; prints checks; compiles W-9 forms; transmits 1099 files and updates vendor information; assists departments and vendors with inquiries.
- Reviews and processes all District purchase orders for approval; audits accounts to ensure availability of funds; reviews demands for payment to ensure correct account numbers, proper signatures, and availability of funds.
- Reconciles and maintains petty cash and related reports.
- Prepares bank deposits.
- Compiles data and prepares reports concerning vehicle maintenance, electrical usage, credits for fees, etc.

- Recommends and implements changes in accounting and auditing systems and procedures.
- Maintains and adjusts the District's fixed assets records.
- Serves as a financial resource for the Board of Directors and various District departments; provides information regarding a variety of accounts, revenues, and expenditures.
- Generates, reconciles, and monitors accounts receivable billings and statements; mails reminder notices as needed; recommends disposition of unpaid invoices.
- Performs account reconciliations for audit paperwork; performs bank account and investment statement reconciliation.
- Maintains District contract files; updates contracts spreadsheet and notifies management when contracts are close to expiration.
- Maintains field inventory disbursements and receivables through the computer system; assists field staff with bi-annual inventory counts.
- Monitors and balances various accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Prepares bond construction fund reimbursements; accounts for and monitors all economic development/redevelopment bond related activity.
- Provides assistance to customers with inquiries regarding delinquencies; assists departments with inquiries, research, and proper classification of revenues and expenditures.
- Performs a variety of general office support tasks in support of department operations; assists and backs-up other staff as needed; assists in departmental correspondence, filings, and telecommunications.
- Provides technical assistance and training to District staff in matters related to accounting, payroll, and budget administration.

**SECONDARY DUTIES AND RESPONSIBILITIES:** (Responsibilities include, but are not limited to, serving as back-up for the following)

- Provides assistance to customers in person at the front counter and on the telephone; answers customer inquiries.
- Performs related duties and responsibilities as required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of, and the ability to maintain, a valid California Driver's License with a satisfactory driving record is required.
- Possession of, and the ability to maintain, current driver's insurance is required.
- Possession of current Notary Public Commission is desired.

**EDUCATION AND/OR EXPERIENCE:**

- Qualifications for the position include any combination of education and experience that would provide the required knowledge and abilities to perform the duties of the position. A typical way to obtain the required knowledge and abilities would be equivalent to a

Bachelor's degree from an accredited college or university with major coursework in finance, accounting, business administration, or a related field with one year of experience in a similar position.

- Equivalent to completion of the twelfth grade, supplemented by additional coursework in accounting, bookkeeping, business administration, or a related field.
- Five (5) years related experience, or training and education, or a combination of training and education necessary to meet the minimum requirement.

Additional Requirements for Finance Technician II Class:

- Possession of a Bachelor's degree from an accredited college or university with major coursework in finance, accounting, bookkeeping, business administration, or a related field.
- A minimum of seven (7) years related experience, or training and education, or a combination of training and education necessary to meet the minimum requirement.
- A minimum of three (3) years of governmental accounting experience.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

- Principles and practices of accounting and bookkeeping.
- Procedures relating to processing of accounts payable, receivable, and inventory.
- Techniques of account reconciliation, fiscal recordkeeping and reporting.
- Modern office procedures, methods, and equipment, including computers, software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.
- General business mathematics and calculations.
- Customer service techniques, practices, and principles.
- Correct English usage, including spelling, grammar, and punctuation.
- District personnel rules and policies.
- Principles and methods of business correspondence, recordkeeping, and filing.

ABILITY TO:

- Perform a variety of responsible technical accounting duties in support of assigned accounting system, function, or program area.
- Perform a variety of accounting, fiscal, and statistical record keeping duties, including maintaining and reconciling a variety of records and files, and performing month-end closing activities.
- Import/export data from a variety of sources and create complex spreadsheets.
- Review financial records, reports, and related documents; identify discrepancies and resolve problems related to assigned area of responsibilities.
- Work under steady pressure with frequent interruptions.
- Work independently in the absence of close supervision.
- Understand and carry out oral and written instructions.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted within the course of work.
- Provide tactful and courteous service to the public.
- Work overtime, as needed, including District events occurring on weekends.

#### TYPICAL PHYSICAL DEMANDS:

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- On a continuous basis, sit at a desk and in meetings for long periods of time.
- Use a computer for long periods of time.
- Write or use keyboard to communicate through written means.
- Perform simple grasping and fine manipulation of objects.
- Travel occasionally by automobile in conducting District business.
- Occasionally travel by airplane in conducting District business.
- Regularly required use of hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- The employee frequently is required to sit.
- Occasionally required to stand, walk, stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.